

Treknow Village Hall

09/11/2021

09.30am

Held in Hall

Meeting called by: Chairman – Peter Bower

Type of meeting: Progress Update

Note taker: Carol Coupe

NO MEETING IN OCTOBER

Attendees:

Peter Bower (Chairman)	PB
Judith Bower	JB
Jenny Patterson (Treasurer)	JP(Tr)
Stuart Patterson	SP
Malcolm Prout	MP
Julie Sandercock	JS
Angela Freke	AF
Carol Coupe (Secretary)	CC

Apologies: Jean Prout

Minutes

Discussion:

PB Opened meeting – welcomed and thanked everyone for attending. As October meeting had to be cancelled, this is first meeting since 14th September 2021

Previous minutes accepted as read

Actions from last meeting:

PB Andrew Cook to start work on internal doors from tomorrow 10th November, hopefully should be finished by end of week

Still no date for installation of heating – waiting to hear from company

Clearing of attic arranged for Saturday 13th November – PB/SP/MP

Black paint completed on outside window sills

Tree now removed from boundary wall

Finance

JP(Tr) See printout for monthly breakdown.

AGM – Provisionally to be held second week in January 2022 (tbc).

Report for Trustees to be prepared along with Financial Report

Email received from 'Charity Commission' – It was discussed the period in question is: 'up to and including' 31st March 2021 (tbc), therefore there will be no requirement for the Local Authority Grants received in May 2021 to be included in this return

Approximately £1100.00 was made from sales organised by Julie and Jean during the summer. Thank you to them for an excellent result!

Electricity reading taken and submitted – last week. Account in credit to date

Jobs to be completed

PB Small amount of painting once internal doors installed

JS Carpet fitted once 'Heating' has been installed

Hiring of Hall / Bookings etc

PB Booking Form? Agreed this should be implemented. JB suggested ideas to be forwarded to her so a form can be produced and discussed at next meeting (Guidelines to be included on booking form)

Guidelines (T&C's) for hiring of hall to be created, laminated and put on wall in kitchen. It was agreed that this should be in place from the start.

Pop-up suppers – It was agreed that these should be limited to 50 persons maximum. Reasons – limited amount of chairs/tables also kitchen size. Also a nominal amount 'per head' to be charged (along with hiring charge) to help fund the hall

JS Small hot water 'Urn' to be sourced

CC To look into 'Food Hygiene Rating' certificate

Defibrillator Training

- PB Suggested training for Defibrillator. AF to arrange with husband 'Les Freke' Agreed this could be open to public to attend. Provisional date 26th January 2022 (evening) tbc.
- JS Summer Sales proved successful / Julie and Jean organizing a raffle - '3' Christmas Hampers for raising funds. Tickets to go on sale beginning of December. Any donations from committee greatly appreciated.
- JB Suggested raffle draw could coincide with an official open event

AOB:

- JP Keys for hall. It was agreed that 'ALL' committee members should hold a key (JP to have more keys cut). A list of 'key-holders' to be produced
- JB Hayley Potter has agreed to hold 'Pilates' sessions in the hall, Tuesday mornings from January (9.30-10.30 am)
- AF Suggested a 'Book Exchange' scheme. A possible book case to be placed in porch for public to exchange books when hall is not in use. All Agreed
- PB Read out 2 thank you cards from the 'Treknowans', expressing how good the hall looks and congratulating the new committee and all volunteers involved

Other Information

Special notes:

Further Meetings

Tuesday 7th December 2021 @ 7.30 pm (Evening this time)